S.No.	POST	QUALIFICATION & EXPERIENCE
1	Assistant cum Office Clerk	i) Graduate from recognized university or equivalent ii) Proficiency in Typing iii) Working knowledge of computer iv) Preferably one year experience in Govt. Sector/PSU/ Autonomous Body of Govt.
2	P.A./ Stenographer	i) Graduate from recognized university or equivalent ii) Proficiency in short-hand iii) Working knowledge of computer iv) Preferably one year experience in Govt. Sector/PSU/ Autonomous Body of Govt.
3	Data Entry Operator	i) Graduate from recognized university or equivalent ii) Working knowledge of computer with Proficiency in Typing iii) Preferably one year experience in Govt. Sector/PSU/ Autonomous Body of Govt.
4	System Analysts	B.E./ B.Tech (Computer Science/ Electronics & Communication)/ MCA/B-level of ICISL or B.E./ B.Tech (other discipline/ Master degree in Science, Mathematics, Economics, Commerce, Statistics, Operation Research with one year A Level of ICSIL/ PGDCA) (50% marks in aggregate or equipment grade in qualifying degree/ diploma) with atleast three years experience in large software design and development using VB, ASP, Java, JSP.net, D2K, SQL, server/oracle, 8i/9i, DBA, win anti/ Linux with knowledge of Hardware and networking.
5	Programmer	B.E./ B.Tech (Computer Science/ Electronics & Communication)/ MCA/B-Level of ICSIL or B.E./B.Tech (other discipline/ Master degree in Science, Mathematics, Economics, Commerce, Statistics, Operation Research with one year A Level of ICSIL/PGDCA) (50% marks in aggregate or equipment grade in qualifying degree/ diploma)with atleast two years experience in large software design and development using VB, ASP, Java, JSP, JSP.net, D2K, SQL, server/ oracle, 8i/9i, DBA, win anti/ Linux with knowledge of Hardware and networking.
6	Assistant Programmer	Bachelor Degree in computer science/ computer application/ Electronic and communication or Bachelor Degree in Science, Mathematics, Statistics, Economics, Commerce, operation research with one year A level of PGDCA (50% marks in aggregate or equipment grade in qualifying degree/diploma). At least one year experience in large software design and development using VB ASP, JAVA, JSP net, D2K SQL server/ oracle 8i/9i

		DBA win anti/Linux with knowledge and Hardware and networking.
7	Legal Advisor	i) Degree of LLB from a recognized university ii) Having practised in any court with 02 years experience in drafting legal replies, preparation of para-wise comments and filing of affidavits/ reply/ written submission in the court and various other court related works.
8	Accountant	Graduate from a recognized university or equivalent having knowledge of Accounts, working knowledge of computer operation and preferably one year experience
9	Corporate Accountant	Commerce Graduate from a recognized university or equivalent having experience of atleast two years in corporate accounting with knowledge of Tally, Power point, MS-Office/ Excel etc.
10	Multi Task Staff	10th with 02 years experience in Govt. organisation